



**MINUTES**  
**COMMUNITY ACTION AGENCY BOARD MEETING**  
**OVERTOWN TRANSIT VILLAGE NORTH**  
**701 NW 1 COURT, 1<sup>ST</sup> FLOOR TRAINING ROOM**  
**MIAMI, FLORIDA 33136**  
**MONDAY, JANUARY 9, 2012**  
**4:00 P.M.**

**Members Present**

Dr. William Zubkoff  
James Fayson  
Lillie Williams  
Dr. Joyce Price  
Marjorie York  
Joyce Galbut  
Irene Taylor-Wooten  
Rev. Wilfred McKenzie  
Delleperche Joseph  
Beverly King  
Edward Dieguez  
Vice Mayor Dorothy Johnson  
Lisa M. Martinez  
Richard Brown-Morilla  
Stephanie McIntosh  
Madelin D'Arce  
Diane Benitez  
Nick Alvarez  
Alphonso McCray  
Jannie Russell  
Elaine Adderly  
Reynold Martin  
Marie Birts  
Cristobalina Pinillo  
Dr. Tonya Thomas  
Larry Williams  
Anita Youngkin  
Guadalupe Maldonado  
David Garcia

**Members Excused**

Ilenia Sanchez-Bryson  
Kametra Driver  
Levy Kelly  
Alan Morley  
Andrea Walker  
Dr. Santarvis Brown

**Members Absent**

Miguel Perez  
Martha Miller  
Audrey Doyle-Braxton  
Rodney Demeritte  
Israel Andrews  
Paola Pierre  
Com. District 3 (vacancy)  
Com. District 10 (vacancy)  
Com. District 12 (vacancy)  
Com. District 13 (vacancy)

This represents a quorum.

## **CALL TO ORDER**

Chairperson Dr. William Zubkoff welcomed everyone, and then called the meeting to order at approximately 4:15 p.m. Upon Dr. Zubkoff's request, Rev. Wilfred McKenzie gave the inspirational message. Dr. Joyce Price led Board members in the recitation of the Mission Statement. Introductions followed and the floor was then opened for business.

### **I. CHAIRPERSON'S REPORT:**

#### **Approval of Minutes**

Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on Monday, December 12, 2011. **Dr. Joyce Price moved and Marie Birts seconded the motion to approve the minutes of the CAA Board meeting held on Monday, December 12, 2011.** Irene Taylor-Wooten noted the following corrections to two sentences on pages 7 and 8 of the minutes as follows: "She also noted that the recommendations will also be used to inform the delegation plan..." This sentence should read, "She also noted that the recommendations will also be used to compile the delegation plan..." On page 8 (top section), the sentence was unclear regarding the statement, "...in the process of finalizing an RFA process for the delegate agencies." Ms. Edwards noted that the statement will be deleted. Hearing no other corrections, **the motion passed with the noted corrections.**

#### **Committee Reports**

**Executive Committee, Dr. Joyce Price, Chairperson:** Dr. Joyce Price directed the Board's attention to the Executive Committee minutes in the agenda package, and requested a motion to approve the minutes of the Executive Committee meeting held on Monday, December 12, 2011. **Vice Mayor Dorothy Johnson moved and Diane Benitez seconded the motion to approve the minutes of the Executive Committee meeting held on Monday, December 12, 2011. The motion passed unanimously.**

**Finance Committee, Edward Dieguez and Delleperche Joseph, Co-Chairpersons:** Edward Dieguez reported that the Finance Committee met and approved the minutes of the following Finance Committee meetings: October 3, 2011; November 14, 2011 and December 12, 2011. The Committee also recommended the CAA Board's action on the following:

- CAA Board retroactive approval of the funding agreement between the Children's Trust and Miami-Dade County Community Action in the amount of \$23,512.00.
- CAA Board approval of the authorization to issue a Request for Applications (RFA) for the Head Start/Early Head Start Program.
- CAA Board approval of the CAA Revenue and Expenditure Report for September 30, 2011.

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- CAA Board approval of the grant modifications for the Community Services Block Grant (CSBG).

Mr. Dieguez concluded his report stating that the Finance Committee also approved the CAA Revenues and Expenditures Reports ending October 31, 2011 and December 31, 2011. **Dr. Joyce Price moved and Irene Taylor-Wooten seconded the motion to approve the Finance Committee Report. The motion passed unanimously.**

**Head Start/Early Head Start (HS/EHS) Policy Council, Rodney Demeritte, Chairperson:** Tonya Ferguson, Policy Council Assistant Secretary, provided a report in the absence of the Policy Council Chairperson, Rodney Demeritte. Ms. Ferguson reported that the Policy Council met on Thursday, December 1, 2011 and was provided with updates from the Head Start Director regarding the Head Start Program and the final meetings of the Mayor's Taskforce on School Readiness. She also noted that the Policy Council reviewed, discussed and approved the following action items: (1) November 3, 2011 Policy Council Minutes; (2) 2011-2012 Nutrition Menu; (3) 2012-2013 Recruitment and Enrollment Plan and Selection Criteria; and (4) 2011-2012 Self Assessment Plan. Ms. Ferguson commented on the Head Start Program Governance Training that was held on Saturday, December 3, 2011 at the Hyatt Regency Hotel in downtown Miami. She also provided brief highlights of her participation at the 28<sup>th</sup> Annual Head Start Parent Conference that was held from December 9-13, 2011 in New Orleans, Louisiana.

Ms. Ferguson reported that at their first meeting of 2012, the Policy Council parents discussed at length the different areas of focus that were contained in the report from the Mayor's Taskforce on School Readiness and the recommendations being proffered. She stated that some of the parents were unhappy because the information that was presented to the three members who participated on the taskforce had not been provided to the rest of the Policy Council members. However, Policy Council members were provided with copies of the taskforce recommendations by staff during their meeting.

The floor was then opened for comments and questions. Vice Mayor Johnson asked, "Once the parents received the information what was the dialogue from that point?" Ms. Ferguson commented that the parents were not happy with the recommendations of delegating out all of the slots. She further stated that the Policy Council had only recently received the information and they have not had an opportunity to meet and discuss. However, a meeting is scheduled to occur within the next two weeks to review and discuss the taskforce recommendations and the delegation plan that was developed. More discussion followed about the Policy Council not having been given the opportunity to hear the presentation from the Mayor's staff regarding the taskforce recommendations. Ms. Lisa Martinez, Senior Advisor to Mayor Carlos Gimenez commented that the information regarding the Mayor's taskforce recommendations was sent out on December 9, 2011 to the Mayor, the members of the Board of County

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Commissioners, and both the CAA Board Chair, and the Policy Council Chair. She also noted that she made a presentation to the CAA Board on December 12, 2011 regarding the taskforce recommendations, but was never made aware of the Policy Council's meeting. She requested that in the future she receive notification of the Policy Council meetings, and that she would be happy to make a presentation at their next meeting. Vice Mayor Johnson commented that it is crucial that the parents' input be included in the taskforce recommendations. Ms. McQueen announced that the next Policy Council meeting will be held on Thursday, January 19, 2012 at 6:30 p.m. A lengthy discussion followed about the role of the parents and the need for them to have input in the process before moving forward with the implementation of the taskforce recommendations and the delegation of the slots. Chairperson Zubkoff inquired about the composition of the Policy Council, and when elections will be held.

Mr. Eddie Berrones, Executive Director, Le Jardin Center inquired as to when the Policy Council elections will be held because the delegate parents are becoming discouraged with attending the meetings and not having any voting rights. The Board again entered into a lengthy discussion about the disagreements between the BCC and the Policy Council regarding composition, impasse procedures, full delegation plan, and the Policy Council elections. Board member Alphonso McCray commented that it is critical that the members of the BCC and the Policy Council sit down and have dialogue about these issues in order to move this process forward. He also noted that, until the issue of the composition has been settled there can be no election. Board member Beverly King expressed concerns that it seems obvious to her that the "powers to be" are moving ahead with the full delegation of the Head Start program, and if that is the reality, then there is not a real possibility for negotiations. Another Board member suggested that each member representing elected officials should have a dialogue with their representative about the issues discussed at this meeting. **Richard Brown-Morilla then offered a motion that a letter be sent from the CAA Board to the BCC and the Head Start Policy Council urging that they engage expeditiously into a dialogue in the best interest of the program and in compliance with federal regulations on these three issues: (1) the program delegation, (2) the Policy Council composition and (3) impasse procedures. The motion was seconded by Alphonso McCray.** Chairperson Zubkoff asked if there were any comments or questions. Ms. Davis-Raiford apologized for not following through with coordinating a meeting between the members of the BCC and Policy Council for purposes of negotiations. However, she also commented that she did not think that a letter was the most efficient approach to this matter. Richard Brown-Morilla commented that his motion results from his concern about the consequential legalities, that the impasse procedures have timelines and failure to resolve these issues could seriously put the department at risk of losing the entire Head Start program. Ms. Martinez commented that it is a necessity for administration staff to help facilitate the process so that clarification can be obtained on the issues pertaining to the Policy Council. She further offered that the Mayor's office is committed to work closely with Ms. Davis-Raiford to be able to assist in the process. There being no further questions or comments on the

motion, Chairperson Zubkoff called for the vote. **The motion passed unanimously.**

Chairperson Zubkoff then requested a motion to approve the minutes of the Head Start/Early Head Start Policy Council. **Dr. Joyce Price moved and Marie Birts seconded the motion to approve the minutes of the Head Start/Early Head Start Policy Council.** Chairperson Zubkoff asked if there were any comments or questions. Richard Brown-Morilla commented that the CAA Board approved a motion at its November meeting directing staff to respond to the recommendations of the Policy Council Ad Hoc Committee regarding possible cost saving efficiencies. He requested for staff to please take time to respond to the request. Hearing no other comments, Chairperson Zubkoff called for the vote. **The motion passed unanimously.**

Vice Mayor Dorothy Johnson commented that while the CAA Board approved the Finance Committee report earlier, they did not approve the minutes of the October 3, 2011, November 14, 2011 and December 12, 2011 meetings. **Vice Mayor Dorothy Johnson made a motion to approve the minutes of the October 3, 2011, November 14, 2011 and December 12, 2011 Finance Committee meetings. The motion was seconded by Alphonso McCray. The motion passed unanimously.**

Chairperson Zubkoff then requested for Stephanie McIntosh, representing the Goulds Community Advisory Committee to advise the Board of the playground issues at the Arthur Mays Head Start Center. Ms. McIntosh stated that the playground equipment was removed from the Arthur Mays Head Start Center and has not been replaced. She also stated that one of the gates on the playground has a lock on it which leaves only one exit and this is a potential safety hazard for the children. Ms. McIntosh also reported that the cameras on the playground are no longer working and are therefore not helpful in fighting vandalism. Ms. McQueen acknowledged that the playground equipment was removed due to resident vandalism. She noted that staff have held meetings with representatives from Public Housing to discuss the playground issue, and will be scheduling another meeting to discuss the steps for replacing the playground equipment. Vice Mayor Johnson also requested that Ms. McQueen report back on the status of the lock on the gate on the playground.

**Issues/Self Sufficiency Committee, Mr. James Fayson and Marie Birts, Co-Chairpersons:** James Fayson directed the Board's attention to the Issues/Self Sufficiency report in the agenda package on pages 76-101. **Lillie Williams moved and Marie Birts seconded the motion to approve the minutes of the Issues/Self Sufficiency Committee. The motion passed unanimously.**

Richard Brown-Morilla requested that Mr. Fayson speak to the recommendations proffered by the Issues Self/Sufficiency Committee regarding the foreclosure issue. Mr. Fayson reported that the Issues/Self Sufficiency Committee reviewed and discussed the foreclosure resolution that the CAA Board originally approved in 2009. The consensus of the committee is that they are in full support of the

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item and recommends the drafting and adoption of a new resolution from the CAA Board recommending that the Mayor and the Board of County Commissioners pursue legal action against those mortgage lending institutions that have engaged in predatory lending practices which have resulted in the foreclosure crisis. The committee also requested that language be added to include all of Miami-Dade County. Chairperson Zubkoff stated that it was the consensus of the the Executive Committee that, since the BCC did not take any action on this item in 2009, the resolution would be forwarded to them again. Mr. Brown-Morilla clarified that the resolution speaks to Miami-Dade County only---not the City of Miami or any other municipality. **Richard Brown-Morilla moved that the CAA Board approve a resolution in the identical format with exception that the names of the current Mayor and chairperson of the BCC be updated. The motion was seconded by Larry Williams. The motion passed unanimously.**

**Youth Initiatives Committee, Dr. Tonya Thomas and Dr. Santarvis Brown, Co-Chairpersons:** Ms. Edwards provided a brief report on behalf of Dr. Tonya Thomas, Co-Chairperson who had to leave the meeting due to another commitment. Ms. Edwards announced that members of the Youth Initiatives Committee will meet with representatives of the Miami Dade County School Board on Tuesday, January 10, 2012, to further discuss plans to host the Youth Summit. Ms. Lisa Martinez, Senior Advisor to Mayor Gimenez advised that the scheduled meeting is not a Youth Initiatives Committee meeting, it is her meeting. She stated that she coordinated the meeting at the request of Mr. Imran Ali to help facilitate the meeting with the Miami Dade School Board regarding the Youth Summit.

**CAA Board Bylaws Committee, Lillie Williams and Irene Taylor-Wooten, Co-Chairpersons:** Irene Taylor-Wooten provided the Board with a brief summary of the proposed changes to the Bylaws as outlined in the minutes, a copy of which were in the agenda package on pages 102-103. She noted that additional language was added and some language deleted to the sections relating to: board composition, board vacancies, election of officers/term of office, meetings and attendance (absences and unexcused absences). She noted that Board members had been provided with copies of the bylaws at the December meeting to review and vote on at the January meeting. Hearing no comments, the Chairperson requested a motion to approve the bylaws. **Alphonso McCray moved and Lillie Williams seconded the motion to approve the CAA Board Bylaws.** Chairperson Zubkoff thanked the members of the Bylaws Committee for doing an outstanding job in revising the bylaws. He then asked if there were any questions or comments on the motion. The entire CAA Board commended Ms. Taylor-Wooten for her incredibly diligent and hard work in making the changes to the Bylaws. **The motion passed unanimously.**

Ms. Stephanie McIntosh posed the question of reimbursement for travel to the CAA Board meetings and noted that the bylaws supported the reimbursement. Ms. Edwards stated that, in accordance with the bylaws, members are eligible to

receive either a one-day transit pass or reimbursement for parking with a paid receipt. The process for either of these options was explained and clarified.

## **II. HEAD START/EARLY HEAD START REQUEST FOR APPLICATIONS (RFA) UPDATE**

Chairperson Zubkoff introduced Ms. Lisa Martinez, Senior Advisor to Mayor Carlos Gimenez and CAA Board Member, to provide the Board with an update on the Head Start/Early Head Start Request for Applications.

Ms. Martinez noted that the Mayor's Taskforce had a couple of responsibilities; the integration of information from the recommendations into a draft for the procurement process for delegation; and the development of a plan for submission to the BCC regarding full delegation. She stated that the delegation plan will be presented to the BCC, the Policy Council, and the CAA Board early next week, and the draft of the procurement process will be presented to the Economic Development and Social Services Committee to determine if it can be heard by the BCC by the end of January. Ms. Martinez stated that once this has been confirmed, a link will be provided so that members of the Policy Council and CAA Board will be able to review the document. She further stated that the document will be presented to the Policy Council at their next meeting. Ms. Martinez then provided a brief overview of the procurement process. She noted that in developing the procurement document a number of things had to be considered: the timeline for grant submission in accordance with federal guidelines; sufficient time for all entities to review the document; and allowance for an appeals process. The process was designed as a two-pronged approach. The first called, a Request for Expressions of Interest (REOI) and the second, a Request for Applications (RFA). In the REOI process, delegate agencies will submit their proposals, staff will review them and provide feedback and technical assistance. The feedback may then be used by the delegates to refine their applications before resubmission of their proposals through the Request for Applications (RFA). The RFA process has a thirty day window (this is a federal guideline). Once staff receives the RFA from a delegate agency staff is required to provide feedback, inform the agencies if they are being considered or not considered, allow for an appeals process, and then present the recommendations to the Policy Council, CAA Board and the BCC. She commented that this is the first step in the preparation for the plan for full delegation. She also noted that the first band of the procurement process is for all current delegate agencies to submit an application or proposal for their current slots. Staff will review the application, provide feedback and if the delegates are found to be in compliance they will receive their current slots. The second band of the process is structured for procurement of the grantee sites. Proposals can be submitted for agencies that are desirous of providing services at the current grantee sites, giving priority to ensure that services remain at the sites in which they are currently provided. She went on to report that the third band of the procurement process (structured to the full delegation plan) will address additional slots created from savings realized through the full delegation structure. This pool of delegate agencies will be

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helpful should the County move forward with the full delegation plan as directed by the BCC. She reported that Head Start and administration staff have held meetings in the community to get a feel as to the number of agencies interested in the process of becoming a delegate agency. Approximately 200 individuals came to the meeting on Saturday, January 7, 2012 to learn about the process. There was also strong attendance at the meeting on Monday morning, January 9, 2012. Ms. Martinez stated that the draft procurement process and the full delegation plan will be discussed at the next CAA Board meeting, and the information will be forwarded to the Policy Council Chair and the CAA Board Chair for distribution. Ms. Martinez concluded her presentation by briefly summarizing the procurement process from start to finish. She noted that the RFA will include the standardized cost per slot. She also noted that once the RFAs have been reviewed and ranked by staff, the recommendations will be shared with the Policy Council and the CAA Board.

Chairperson Zubkoff thanked Ms. Martinez for the update on the RFA process. He then opened the floor for comments and questions. Irene Taylor-Wooten asked if the standardized cost per slot had been established. Ms. Martinez stated that Commissioners Jordan and Monestime have co-sponsored an item that will be heard at the next Economic Development and Social Services Committee meeting that references the standardized cost per slot. Tonya Ferguson, Policy Council Assistant Secretary asked if the timelines concerning the procurement document allow enough time for the Policy Council to review the document in its entirety. She also inquired if the Policy Council would be afforded time and opportunity to ask questions or make changes. Ms. Martinez responded that she will forward the document via a link to the Policy Council Chair and the CAA Board Chair on Tuesday, January 10, 2012.

Richard Brown-Morilla asked if the CAA Board should convene a special meeting to discuss this item. Irene Taylor-Wooten commented that the question about having a meeting or not having a meeting will be driven by the process by which questions or comments are going to be received. Chairperson Zubkoff stated that a special meeting can always be convened, if the circumstance calls for one. He noted that Ms. Martinez has simply provided the Board with an update on the procurement process which he suggested does not require a motion from the CAA Board. Ms. Lucia Davis-Raiford, Community Action and Human Services Department Director, also explained that this is a lengthy process, Ms. Martinez has provided information to ensure that the Board and the Policy Council are informed about the procurement process, and have access to the document for review. Richard Brown-Morilla commented that the reason he asked if the CAA Board should convene a special meeting is because on November 14, 2011 the CAA Board unanimously approved a motion...”authorizing staff to prepare an RFA and when completed and ready for review, it is to be brought back before the CAA Board for authorization to release.” He reminded the Board of its responsibility reading from the CAA Board Ordinance pertaining to the role and responsibility of the Board regarding procurement procedures. Mr. McCray raised concerns about the legality of the Board approving of delegate agencies before



approving of the procurement process. Vice Mayor Johnson reminded Board members that while there is no cone of silence on this item, the Board is still governed by the Sunshine Law and therefore Board members are not allowed to discuss this item outside of the meeting. Chairperson Zubkoff shared his concerns and frustrations regarding the need for clarity regarding the structure, the process and the outcome.

Irene Taylor-Wooten requested clarification on the RFA, noting that it was agreed by the CAA Board at its November 14<sup>th</sup> meeting that the document would come back before the CAA Board for review prior to being released to the public. She specifically asked about the process for Board members to provide comments after the review of the procurement document. Ms. Martinez responded saying that the CAA Board is an advisory board to the BCC, and therefore, comments would be provided to the BCC. Ms. Taylor-Wooten agreed that the CAA Board is an advisory board to the BCC and that each member representing a Commissioner should communicate their concerns to them. Vice Mayor Johnson agreed, and stated that it is the responsibility of each person that represents a public elected official on the CAA Board to make sure the elected officials are briefed as to the issues and positions decided upon by the Board. Richard Brown-Morilla added that the Policy Council also should be involved in this process. Hearing no other comments, Chairperson Zubkoff requested that the Department Director provide the Board with a departmental update.

### **III. DEPARTMENT DIRECTOR'S REPORT:**

Ms. Lucia Davis-Raiford, CAHSD Director, requested that Ms. McQueen provide some clarity regarding the process of who determines the composition of the Policy Council. Ms. McQueen began by saying that the Board of County Commissioners (BCC), as the grantee and governing body, has the legal and fiscal responsibility for the grant. She then read from the Head Start Act pertaining to the makeup of the Policy Council..."the Policy Council is responsible for developing procedures for how the members of the Policy Council of the Head Start agency will be elected. The Board is responsible for developing procedures for how the Policy Council members will be selected." Ms. Raiford stated that the item was read to her in a fashion that was clear that the Board of County Commissioners have the responsibility to establish the construct of who qualifies for a seat on the Policy Council, and the Policy Council elects members for that construct. Ms. Raiford further stated that the BCC has done their part; it is now time for the Policy Council to do their part by moving forward with the election of officers for the 2012 Policy Council. Ms. Raiford stated that the elections will take place at the next Policy Council meeting on January 19, 2012.

At the request of Ms. Lucia Davis-Raiford, Director, Ms. Julie Edwards, Assistant Director, provided the Board with the following report:

- \$1.6 Million Grant Awarded for Weatherization Services on Multi-Family Projects: Ms. Edwards directed the Board's attention to the news release

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regarding the Department's \$1.6 million grant award from the Florida Department of Economic Opportunity to provide weatherization assistance to persons residing in multi-family housing units. She reported that the first two of the five projects the department will weatherize are public housing facilities through a partnership with the Miami-Dade Housing and Community Development Agency. (A handout was provided).

- Community Action Plan - Final: Ms. Edwards directed the Board's attention to the final Community Action Plan in the agenda package on pages 104-125. She reported that the document has been submitted to the Board of County Commissioners in accordance with the ordinance which requires submission every two years.
- Summer Food Service Program Corrective Action Plan Clearance: Ms. Edwards advised that the department has received clearance from the Florida Department of Education accepting the corrective action plan that was submitted for the deficiencies as noted in the Administrative Review Report.
- Quarterly Reports: Weatherization Assistance Program, April through June 2011 and July through September 2011. Ms. Edwards noted that the department is required by the BCC to submit these reports until the grant ends. Richard Brown-Morilla requested that job training opportunities are highlighted in future reports.
- Head Start/Early Head Start Enrollment and Attendance Reports for December 2011: Ms. Edwards advised that these reports are required by Federal regulations, and encouraged Board members to review them.

Ms. Edwards concluded her report by encouraging Board members to read the division reports included in the agenda package at their leisure.

#### **IV. OTHER BUSINESS**

Ms. Edwards thanked Board members for their participation at the Community Action Partnership 2012 Management and Leadership Conference at the Eden Roc Hotel on Miami Beach, Florida from January 5-7, 2012.

The School for Integrated Academics and Technologies (SIATech), Greater Miami Service Corps' onsite educational partner, will be holding a graduation ceremony on Friday, January 20, 2012 beginning at 1:00 p.m. at the Doubletree Hotel, 711 NW 72 Avenue.

Stephanie McIntosh stated that residents in Opa Locka are complaining about the long wait in line to receive services in the LIHEAP program. She also raised concerns about residents having a difficult time with getting their gas bills paid in a timely manner at the Goulds Self Help Center. There seems to be an issue with the contract between Peoples Gas and Florida City Gas, FPL Florida City and

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FPL Homestead. Ms. Edwards stated that she will research and bring a report back at the next meeting.

**V. ANNOUNCEMENTS**

Marjorie York requested that the following announcement be included in the Board minutes:

- The Alliance for Aging Luncheon and Installation of Officers will be held on Tuesday, January 24, 2012 from 11:00 a.m. to 2:00 p.m. at Jungle Island.

**VI. ADJOURNMENT**

Chairperson Zubkoff thanked everyone for their attendance at the meeting. There being no further business, Mr. Fayson made a motion which was seconded by Dr. Price that the meeting be adjourned. The meeting was adjourned at approximately 6:50 p.m.

Recorded by: John Hatcher, Secretary, CAHSD

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Dr. William Zubkoff, CAA Board Chair

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Date

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James Fayson, CAA Board Secretary

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Date